Adult Mental Health Program
Community Support and Residential (PNMI) Services Enrollment Process

MH Version 3 Enrollment Data Batch Submission Guidelines
(11/02/05)

The following describes the process guiding entities external to the State of Maine in submitting electronic batch CSS/RS data for the DHHS Adult Mental Health Enrollment Project.

Please read these instructions carefully.

Change Summary:
January 15, 2006: Two staff contacts removed as they transition to new projects. Lita Klavins and Tina Vickery are no longer contact points for this project.

FTP Process:

Only submissions via secure FTPs will be accepted. In order to use processes provider agencies are probably already familiar with, the department is using the same FTP host site as the State's claims submission process. Provider agencies that already possess these Secure FTP User IDs and passwords can use the same login/password for the batch Enrollment submissions.

If the provider agency does not already have a Secure FTP account, the agency should contact DHHS Provider Relations at (207) 624-7539, request a work order be opened to create a Secure FTP account.

Upon production mode processing files received, the <u>entire</u> file will be accepted or rejected. No individual extractions will be made. Notification of rejection due to standards violations will be accumulated into an error file and posted on the state FTP site for pickup.

**Agencies should submit a test file for validation prior to starting production submissions. Please include at a minimum 2 test records. Please do not use actual client names within the test files. Submit email to <u>Richard.S.Hayward@maine.gov</u> and attach test data file. Notification of successful processing of test submissions will be made by email to the email address provided by the agency to the Enrollment project manager, Richard S. Hayward (287-2688).

FTP Client Configuration information:

Host site = momentum2.bis.state.me.us
Login ID: Same as used for Mainecare claims FTP submissions.
Password: Same as used for Mainecare claims FTP submissions.
** Customer Service ((In-State) 1-800-321-5557 (out of state 207-287-3094) both would select option 9) with any FTP login or password questions or issues.)

Recommended FTP client software = filezilla - <u>http://filezilla.sourceforge.net/</u>

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➢ Filezilla is currently available free of cost & has the ability to submit data via secure public and privately generated keys.
➢ Customer Service (In-State) 1-800-321-5557 (out of state 207-287-3094) both would select option 9) is available for configuration/setup/connection issues related to connecting to the State server. State staff can NOT provide technical support in connection with Filezilla or any other Secure FTP product beyond providing information to complete configuration / connection parameters for a product.

Download Instructions

1. Either click on the link to filezilla above or cut and paste the URL into the browser.
2. As of the 10/29/2005 filezilla Website configuration: Click on DOWNLOAD from the menu on the left-hand side of the screen.
3. For Windows 32 bit version users select file: FileZilla_2_2_17c_setup.exe and follow the instructions to save and install.

Other FTP Clients are available; however, no expertise is available to assist in installation or configuration issues specific to the FTP Client software. WS-FTP Pro is one alternative available from www.IPSwitch.com; however, we believe this is not a free product.

Configuration Instructions:
Filezilla Version 2.2.17.c Configuration instructions to communicate with State Momentum server (if not already configured).

1. Select File.
2. Select Site Manager.
3. Select 'New Site' at bottom of screen, name of your choosing for the new site.
4. Enter 'momentum2.bis.state.me.us' as the host name. Exclude apostrophes.
5. Maintain Port 21 as default port.
6. Check box for 'Normal' Logon type.
7. Check box to 'Bypass proxy sessions' in Logon Type.
8. Enter Login and Password.
   - Use Mainecare assigned user id and password (contact Jennifer Dupont ,287-4050, for new FTP login/password or for FTP enabling of existing login id.)
9. Select 'ftp over SSL (explicit encryption)' as Servertype.
10. Select Advanced button at bottom of screen.
11. Check box for 'Passive Mode selection' (This ensures the State FTP Server will assign port number for secure communications.)
12. Select OK.
13. Select CONNECT or SAVE & EXIT.
14. Accept SSL certificate if asked to do so.

** Note: There is a known issue with Secure FTP transmissions and VPN (Checkpoint) software. The existence of both filezilla and VPN software will not allow secure FTP connections to be established. It is not clear whether other vendor's VPN software will yield the same test results. Solution: Install on a system which does not have VPN installed.

Data Files:
Test data file required prior to start of production submissions.

Currently files should be ASCII Text files. XML format has been discussed as this format supplies more functionality.

File Naming Convention: MH_V3_ENROLLMENT.TXT

** All provider agencies are to submit data files (TEST and PRODUCTION) using the **same file name of MH_V3_ENROLLMENT.TXT**.
The first line/record of the **test** data file should consist of: (Provider_ID_Num)+(_)+V3TEST+(_) + (Submission DATE) + (_) + (SEQ_NUMBER)

The first line/record of each **production** data file should consist of : (Provider_ID_Num) + (_) + (Submission DATE) + (_) V3+(_)+ (SEQ_NUMBER)

Test Example: 11234456_V3TEST_07292004_01
Production Example: 11234456_10292005_V3_01

** This change allows the State system to use single login/password for all submissions to MECMS and Enrollment rather than issuing additional logins to each agency.

1) Each agency will be given a Provider ID Number (up to 24 characters)
    a. Contact Carol Stover 287-2659 for individual agency ID numbers.
2) Submission Date = MMDDYYYY
3) V3 is a state internal code to indicate you are submitting data to be mapped to Version 3 of the MH Enrollment Assessment.
4) Seq Number = Two digit sequence number representing the nth submissions for the day, reset to 01 beginning of each day.

File Format:

Data files will be formatted according to the file layout within the file = MH_V3_ENROLLMENTFORM_STANDARDS.xls with the following general data rules.

For those who submitted data in Version 1 of the assessment, there are changes to the file format. Some fields have been removed, they are listed in **BOLD** type and marked as deleted in the comment column. Additional fields are required in this file, they have been added to the end of the file, beginning on line 149 in the MH_V3_ENROLLMENTFORM_STANDARDS.xls spreadsheet, please review the document carefully.

Standards enforced:
  ➢ Character / String / Varchar(2) fields should not include Single Quotes (ASCII 39), Pipes (ASCII 124) or back slash (ASCII 92) characters.
  ➢ Dates should be formatted as MM/DD/YYYY, 10/03/2005, not 10/3/2005, slashes included.
  ➢ Phone numbers should occupy the first 10 characters of the allotted 20 characters which includes the area code and should NOT include any special formatting such as parentheses. Pipe delimitation eliminates the concern of field length other than to ensure values do not exceed prescribed lengths. (Note: There are 4 phone number fields, 2 have datatypes of Varchar2(15) and 2 have Varchar2(20) – please don't be concerned with the differences, pipe delimiting and the formatting prescribed will ensure data is submitted appropriately.)
  ➢ Social Security numbers should occupy the first 9 characters with no punctuation, no hyphens.

➢ All fields should be pipe (ASCII 124) delimited.
➢ End of record = Backslash (ASCII 92).
➢ `Backslash then CRLF to end a record.`
➢ Fields which have the statement 'Value from table provided (XX TABLE NAME XX)' in the file format document, should contain only values from tables referenced. Referenced tables are available on a CD (by request) or on the Web site (http://www.state.me.us/bh/enet-me/index.html). Using this approach will ensure that OIS staff are not 'interpreting' your data, i.e., Town and City spelling accuracy is controlled by the submitting agency and reporting accuracy will be as near 100% as is possible.

If you have any questions about or difficulties with this <u>electronic batch submission process</u>, please contact either the OIS Help Desk at 207, 287-8400 or the following individuals directly:

<u>Contact Summaries</u>:

<u>Rick Hayward</u>, 287-2688, Systems Team Leader/EIS Project Manager: Test Data File submissions and IT Technical issues related to batch data submissions. (Richard.S.Hayward@maine.gov)

Customer Service (In-State) 1-800-321-5557 (out of state 207-287-3094) both would select option 9)

<u>Carol Stover</u>, 287-2609: Provider/Agency ID Numbers (Carol.Stover@maine.gov)